

TOWN OF BIG FLATS AGENDA  
ORGANIZATIONAL MEETING  
TUESDAY, JANUARY 5, 2016 AT 4:30P.M.

**TOWN BOARD**

CALL TO ORDER

NEW BUSINESS

Roberts Rules of order adopted as Guidelines  
Time and Place set for Water Board Meetings  
Time and Place set for Town Board Meetings  
Water and Town Board Meeting Procedures  
Board Member Committee Assignments  
Health and Dental Insurance Premium  
Designated Town Official Newspaper  
Supervisor Directed to Publish Annual Report  
Banks Designated  
Supervisor Authorization  
Supervisor Authorized to Advance Money  
Attendance at Educational Programs  
Authorization for Purchases  
Justices and Town Council Authorized to Certify Papers  
Blanket Bonds or Bonding Authorized for Town Officials  
Travel Jurisdiction Authorization  
Mileage Allowance Set  
Five Star Visa, Sam's Club, Debt Services Payments and Utility Prepayments  
Effective date of Appointments  
Wages set for Employees  
Attorney of the Town Appointment  
Deputy Town Supervisor Appointment  
Town Board Appointments  
Emergency Preparedness Committee Co-Chairperson Appointments  
Compensation Authorized for Board Members  
Compensation Authorized for the Board of Assessment Review Members  
Justices Authorized to Hire Stenographer  
Agreement and receivers of revenue on behalf of the Big Flats Community Center  
Receivers of Revenue for Water Districts  
Town Supervisor/Highway working Forman & DPW Commissioner Authorized Authority  
Established Petty Cash Fund  
Town Contracts  
Shared Services of Code Enforcement Officers  
Clothing / Uniform Policy  
Big Flats Town Cell Phone Policy  
Fee Schedule  
Maintenance Agreement with Virtual Towns & School Website Services

Big Flats Historical Society as the Town Historian

Attendance of the Town Clerk & Deputy Town Clerk to attend the county Municipal Clerks  
Meetings

Commissioner and or Deputy Commission of Public Works authorized to advertise for BIDS

Commission and or Deputy Commissioner of Public Works Authorized to accept State & County  
BIDS

Section 284 of the High2way Law Agreement

Safety Officer Appointment

Senior Bus Trip Advisory Committee Appointment

Town Financial Consulting Services, Municipal Solutions, Inc.

Unused Vacation Hours to be carried over

Close Town Board

### **WATER BOARD**

CALL TO ORDER

Water District Fee Schedule